



COMMUNITY USE OF PUBLIC FACILITIES FY15 REQUEST FOR SUBMISSION

Before and After School Childcare for Montgomery County Public Schools

The Office of Community Use of Public Facilities (CUPF), on behalf of the Montgomery County Public Schools Board of Education, seeks applications from qualified organizations, businesses or individuals to provide licensed before and after school childcare services in designated Montgomery County Public Schools. Only applications for before and after school care during the school year will be considered. Successful applicants will receive a permit for the next school year. The permit will be renewed annually without a scheduled rebid for six (6) additional years except as noted below.

Background

Community Use of Public Facilities was created as an independent office by Montgomery County Government in 1978 to administer and coordinate the after-hours use of Montgomery County Public Schools and later County buildings by the community. The enabling legislation (Section 7, Maryland Education Article) established an Interagency Coordinating Board (ICB), comprised of key MCPS and County officials, as well as citizen representatives, to formulate community use policies. Community Use of Public Facilities (CUPF) has been given the authority to administer the before and after school childcare provider selection process as authorized by Board of Education Resolution 19-13 and Executive Regulation 15-14AMIII, Before and After School Childcare Programs in Public Schools.

There are approximately 120 before and after school licensed childcare programs in Montgomery County Public Schools. In January 2015 the Montgomery County Board of Education and the County formalized a process to bid before and after school shared space licensed childcare placements either on a seven (7) year schedule or as needed per Section 5(a) of County Regulation 15-14AMIII, Before and After School Childcare Programs in Public Schools.

All applications will be submitted through an on-line application and must be followed up with a paper copy. Completed applications will be posted on a secure website which will only be available to designated raters. Raters will only have access to the school site after they have signed a disclosure form.

The application is posted under the Childcare tab at www.montgomerycountymd.gov/cupf.

Instructions and Requirements for Submitting Applications

A separate application form is required for each school site you wish to be considered (see attached listing of sites). Please note the following submission requirements:

- Submit **one** electronic copy of the completed PDF application form per site via email to childcare@montgomerycountymd.gov; and
- Submit **one** unbound printed copy per site of your online application. The date/time stamp on the paper copy will be used as delivery compliance confirmation; and
- Five (5) printed copies of the Parent Handbook per site application (if you have one) if you have not included a link in your application form.

- Optional:
 - Three (3) current reference letters per site application to supplement the required reference contacts in the application form.
 - Submit at least one printed copy per site of a recent (ex. 2013 or 2014) document demonstrating that your organization has or will have sufficient resources to operate the proposed program with your paper submission. (Ex: Financial statement provided by your accountant, last income tax return, line of authorized credit from your bank, or letter of reference).

The online application must be emailed no later than 12:00 p.m. on March 20, 2015 to childcare@montgomerycountymd.gov **and** a paper copy of your application must be received no later than 12:00 p.m. on March 20, 2015. Deliver paper copies to:

Eleanor Wallace
 Community Use of Public Facilities
 255 Rockville Pike, Suite 201
 Rockville, MD 20850

Current providers wishing to be considered for their current location(s) **MUST** submit an application. Incumbents will not be interviewed if an application is not submitted.

Applications will not be forwarded to the selection committee if it is received after the deadline or if the applicant owes CUPF \$500 or more for 60 or more days as of January 20, 2015.

PLEASE NOTE:

- *The County is not responsible for undelivered applications by the U.S. Postal Service or email system.*
- The online application must be submitted in PDF format.
- Each electronic application must be transmitted separately via EMAIL. Include the name of the school and a portion of your name in the document file name, for example “*Montgomery Elementary Supercare.*” Please refer to the online application for additional instructions on how to name your files.
- Answer all questions thoroughly and accurately.
- Falsified information will invalidate your application.
- Applications will become the property of CUPF and will not be returned.
- **Include only requested information.** Camp flyers or other media will not be forwarded to the selection committee.
- **AT THE DISCRETION OF THE SELECTION COMMITTEE, ADDITIONAL MATERIALS MAY BE REQUESTED** of all applicants scheduled for an interview.

Application Rating/Interview Process

1. School-based selection committees will be formed for each school site. A minimum of five or maximum of nine individuals representing parents, community, PTA leadership, the community, and the school, including building services or administration, will be selected by each school principal or appropriate designee to serve on the school selection committee.

2. All selection committee members will sign a statement disclosing possible conflicts of interests, such as any relationships they have with any of the applicants before receiving the applications. Raters will also be asked to affirm to their ability to provide a fair and objective assessment and agree not to disclose possible proprietary information.

Individual Rater points will be awarded based on for the following criteria:

Application Rating Area	<u>Max. Points Awarded</u>
• Applicant Qualifications & Experience	20
• Program Implementation and Services	25
• Program Budget, Fees and Financial Status	15
• Parent Involvement & Conflict Mediation	15
• Personnel and Staffing Plan	20
• Non-Profit Organization	<u>5</u>
Application Review Total	100
• Interview Rating Total	<u>100</u>

3. All raters must use the rating form provided. The scores of all the raters will be added together. The top ranked applicants will be scheduled for an interview. A minimum of three providers must be interviewed. If fewer than three applications are received, all applicants will be interviewed.
4. During the interview, the childcare selection committee will ask each applicant the same set of pre-determined questions developed by the committee. Additional questions may only be asked to clarify information previously provided in the interview.

The rating points for the review of applications and interview will be combined. The applicant with the highest combined rating will be offered the opportunity to provide services. Upon choosing a childcare provider, the childcare selection committee will notify CUPF of the selected child care provider for each school. CUPF will post the decision on its website for 30 days.

Committee members may also review surveys or other feedback collected by the principal within the past six months. Feedback older than six months will not be reviewed.

CUPF staff will be in attendance during committee meetings but will not participate in the selection decision.

If only one provider is interested in a site, the application will be reviewed by the committee to determine if all of the requirements/qualifications are met. If so, the selection committee may direct CUPF to issue the sole applicant a permit for the site.

Applicants can request a review of the committee's decision if they feel that there was a violation of the process as outlined in County Regulation 14-15AMIII. A written complaint addressed to the CUPF Director must be made within five days of CUPF's posting the decision online. The Interagency Coordinating Board will make a decision on the merits of the complaint.

Provider Requirements

When submitting an application, providers must agree to:

1. Certify that the representative submitting the application has the authority to make obligations on behalf of the organization and the information true and correct.
2. Allow unannounced site visits to current location(s) by selection committees.
3. Acknowledge that disqualification from further consideration is possible if the selection committee reports inappropriate efforts by the applicant to influence the outcome of the committee's decision.
4. Accept State, Federal and County Childcare Subsidy Vouchers.
5. Enroll in Maryland Excels when the law is in full effect.
6. Participate in a transition plan if not selected (as applies).
7. Identify which answers in their proposal may contain proprietary or confidential information in the opinion of the applicant. For more information on the Maryland Public Information Act (MD PIA) visit <http://www.oag.state.md.us/opengov/pia.htm>.
8. If selected, maintain insurance and MSDE compliance.
9. Retain the proposed fees for the 2015-16 school year.

Permitting Requirements

The selected provider must:

1. Guarantee their program will be operational no later than the first day of school. Providers are responsible for ensuring that all licensing and insurance requirements are met before the start of the school year. This includes:

Completing and submitting licensing paperwork required by the Maryland State Department of Education (MSDE) Child Care Licensing Office no later than May 22, 2015. Additional information regarding MSDE licensing is available by calling 240-314-1400 or visiting their website:

http://www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/licensing_office_mont.htm, and
http://www.marylandpublicschools.org/msde/divisions/child_care/child_care.htm.

2. Submit a CUPF facility use request form for the upcoming school year to include a deposit of the estimated first month's payment to CUPF by July 15, 2015.
 - a. Submit a Certification of General Liability Insurance naming the County as additional insured with the facility applications. See attached sample. Failure to provide this insurance will make the selection offer null and void.
3. Comply with ICB use and fee policies to include:
 - a. Signing an ICB Facility Use License Agreement (FULA) (applies to new providers).
 - b. Providing timely information to CUPF regarding changes to facility use permits.
 - c. Adhering to the payment schedule outlined in the permit issued by CUPF. Monthly payments will be due no later than the last day of the previous month. Delinquent payments may result in cancellation of the permit with 30 days' notice.
 - d. Paying the applicable rates when scheduling classes and activities offered by a for-profit entity (such as karate, gymnastics, art classes, etc.). Activities which allow

participation by students other than those enrolled in the before and after-school program will require a separate application/permit, and will not be covered by the childcare fee schedule.

4. Comply with applicable Montgomery County Public School policies such as those regarding use of heat producing appliances. Reimburse schools directly for any use of their office equipment such as fax and copier machines, or other supplies. Enrollment of students from other schools requires prior authorization by the principal.
5. Maintain a current roster and waitlist to provide to the principal upon request. You may also be asked to meet with the principal or his/her designee on periodic basis, provide copies of parent surveys or discuss/address various concerns (ex. supervision of children, staffing, etc.).

ICB Fees

For information on school use fees for FY16 and policies, please visit www.montgomerycountymd.gov/cupf. Providers will be designated as to which fee or fees apply based on the following:

- Non-Profit Status
- For-Profit Status

Before and after school childcare fees apply only during the school year and do not apply to programs open to students not enrolled in the before and after school program.

Site Specific Requirements

Site specific requirements identified by the school are provided in Attachment A.

Note: Applicants should not directly contact selection committee members regarding this process without permission from the principal. If your organization is the current provider at an advertised site, do not solicit your services outside of this process in an attempt to influence the decision of the school's selection committee. If you need additional information about the site, please email eleanor.wallace@montgomerycountymd.gov.

Sample

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<p>CERTIFICATE HOLDER</p> <p>Montgomery County, Maryland Attn. Community Use of Public Facilities 600 Jefferson Plaza, Suite 600 Rockville, MD 20852</p>	<p>CANCELLATION</p> <p>Should any of the above described policies be cancelled Before the expiration date thereof, notice will be delivered in accordance with policy provisions.</p> <p><small>AUTHORIZED REPRESENTATIVE</small></p> <p style="text-align: center; font-size: 1.5em;"><i>Agent</i></p>																																																														
<div style="display: flex; justify-content: space-between;"> <div>ACORD 25-S(7/90)</div> <div style="text-align: right;"><small>(c) ACORD CORPORATION 1990</small></div> </div>																																																															

Attachment A: Site Specific Requirements

School Site	Current Schedule*		Projected- Other times of operation –Subject to change with BOE 2/10/15 Vote to change school day (professional/administrative holidays)	Primary Space** available for program	Site Specific Requests (ex staff fluent in Spanish, services to address high number of special needs children, etc.)
	Begin Time before school day (including half day)	End Time after school day			
Daly ES	6:30-9:00 am	3:30-6:30 pm	Half days - 1:00p-6:30p Full days - 6:30a-6:30p	APR/with Stage	Staff fluent in Spanish and Homework assistance.
Drew ES	7:00-9:00 am	3:00-6:00 pm	Half days – 1:00p-6:00p Full days – 7:00a-6:00p	APR/with Stage	Ability to work with special needs students; accept military vouchers; drop-in services
Farmland ES	7:00-9:00 am	3:00-6:30 pm	Half days – 1:00p-6:30p Full days – 7:00a-6:30p	APR/with Stage	
Garrett Park ES	7:00-9:00 am	3:00-6:30 pm	Half days – 12:30p-6:00p Full days – 7:00a-6:00p	APR/with Stage	Staff fluent in Spanish; ability to work with special needs students; homework assistance.
Greenwood ES	6:30-8:30 am	3:00-6:30 pm	Half days – 12:30p-6:30p Full days – 6:30a-6:30p	APR/with Stage	Staff fluent in Spanish; homework assistance; able to communicate with school staff; enrichment program variety.
Lake Seneca ES	6:30-9:00 am	3:00-6:30 pm	Half days – 12:30p-6:30p Full days – 6:30a-6:30p	APR/with Stage	Provide childcare services during winter and spring and on professional days.
Woodlin ES**	6:30-8:30 am	3:00-6:30 pm	Half days – 12:35p-6:30p Full days - 6:30a-6:30p	APR	The main storage area will be a shared closet located in the gymnasium.
Wood Acres ES	7:00-8:45 am	3:15-6:15 pm	Half days – 12:40p-6:15p Full days – 7:00a-6:15p	APR/with Stage	
Wyngate ES	7:00-8:50 am	2:45-6:00 pm	Half days – 12:35p-6:00p Full days – 7:00a-6:00p	APR/with Stage	Two Monday afternoons each month the APR is needed for staff meetings.

* Program hours are approximate based upon current schedules and do not reflect 2/10/15 vote by Board of Education to shift school bell times 10 minutes for elementary schools. Exact program hours for next school year will be available at the time of interviews.

**APR = All Purpose Room. A standard All Purpose Room can generally be licensed for a minimum of 20 or a maximum of 60 students, which is dependent on the provider's staffing.